



Employee Tuition Assistance Program Available through Kentucky State University (KSU) - Program Details and Guidance for Agencies-

Beginning January 2015, Kentucky State University (KSU) offers executive branch state employees a twenty five percent (25%) discount off of their cost of tuition. This discount leaves employees with only seventy-five percent (75%) of their regular tuition to pay.

To obtain the twenty five percent (25%) discount, KSU must receive verification of employment for those employees who have applied and been accepted as students of the university. See below for process details.

Process for Obtaining the 25% KSU Tuition Discount:

1. Employee completes the [KSU application](#) (electronic or paper) and submits it to the [KSU Admissions Office](#).
2. Upon receiving a letter of acceptance from the KSU Admissions Office, the employee completes and submits the Employee Tuition Assistance Program – Employee Request for Verification of Employment to their agency HR office, requesting verification of employment be sent to the KSU Bursar's Office at Bursarmail@kysu.edu.
3. Employee proceeds with registering for classes for the semester in which they plan to enroll. [Employee should refer to [KSU's website](#) for enrollment deadlines.]
4. Employee makes and fulfills financial arrangements directly through KSU, for the tuition balance remaining after the standard discount is applied.

Agency Guidance

Due to registration deadlines and the need for employees/students to finalize any necessary financial arrangements, agencies should be prepared to process requests for verification of employment timely. Agencies are welcome to develop their own internal procedure for processing these requests but are asked to ensure that said procedures include their electronic transmittal of these requests, once completed, to the KSU Bursar's Office to ensure the quickest possible turnaround.

Employee Educational Assistance Program

As you are aware, the Personnel Cabinet's Governmental Services Center (GSC) administers the Employee Educational Assistance Program which provides financial assistance to employees to continue their formal education. Participation in the program is at the discretion of each cabinet/agency. 101 KAR 2:221, Section 2 (4) (a), "the funding for educational assistance shall come from a cabinet or agency's budget" and "cabinet or agency participation in the Employee Educational Assistance Program is based on the availability of cabinet or agency funds."

If your agency is currently participating in this program, please advise employees of this option for seeking additional financial assistance with their remaining tuition balance. If approved, the employee will need the completed form for registration.

NOTE: If an employee separates from state government while attending KSU under this program, KSU will allow the separated employee/student to complete the current semester with the twenty-five percent (25%) discount. If additional tuition assistance had been provided by the agency through the Employee Educational Assistance Program, the guidelines for that program should be followed as usual.